



Meadowlark Manor, Inc.  
Board Member Job Description

TITLE	<b>Member, Meadowlark Manor Board of Directors</b>
REPORTS TO	Board President
PURPOSE	To serve the board as a voting member; to develop policies, procedures and regulations for the operation of Meadowlark Manor; to monitor finances of the organization, its programs and performance.
TERM	Two year terms
EXPECTED MEETING ATTENDANCE	Regularly attend monthly meetings as scheduled (about 10/year) Attend standing committee meetings if a member Participate as an ad hoc committee member if appointed Attend board retreats, in-service workshops and other board development activities Attend and participate in special events as needed
OBLIGATIONS OF THE BOARD	Establish policy and govern the organization through broad policies and objectives. Select and appoint the Executive Director. This includes annual review of performance and offering administrative guidance Participate in fundraising activities and securing adequate funds Monitor finances Maintain and update long-term strategic plans
SPECIFIC DUTIES	Attend meetings and show commitment to board activities Be well informed on issues and agenda items in advance of meetings To define, protect and advance the mission of the organization Contribute skills, knowledge and experience when appropriate Listen respectfully to other points of view Participate in organizational decision-making Safeguard the assets of the organization through fiduciary oversight and responsibility Represent the organization to the public and to private industry Educate yourself about the needs of at-risk girls and advocate on their behalf